

Humber, Ford & Stoke Prior Group Parish Council

Statement of Accounts 2021-22

Budget Heading	Note	31 March 2021	31 March 2022
RECEIPTS		£	£
Precept	1	12289.00	12289.00
Council Tax Support Grant	1	0	0
Advertising etc.in Parish Pump	2	0	1148.00
Wayleaves for poles & stays	3	0	3.06
Savings account interest	4	2.07	0.22
VAT reclaimed from previous year	5	1566.32	2268.46
Grants and donations	6	110.00	50.99
Community Week fundraising	7	0	862.81
Lengthsman Scheme funding	8	7910.00	0
Total Receipts		21877.39	16622.54
PAYMENTS (net of reclaimable VAT)			
A. Clerk Clerk's salary	9	4720.98	4697.52
Clerk's expenses	10	65.20	0
B. Admin Stationery, postage	11	227.04	455.85
General photocopying charges	12	0	0
C. Professional Fees Insurance	13	167.44	167.44
Internal and External audit fees	14	0	100.00
HALC subscriptions	15	452.53	479.92
CPRE subscription	16	36.00	36.00
Clerk's subscriptions	17	0	0
Information Commissioner and DP adviser fees	18	35.00	35.00
Parish Online fee	19	0	30.00
Website and IT support fees	20	0	321.99
D. Hire of halls for meetings	21	0	216.00
E. Parish Pump printing & postage	22	617.96	2493.06
F. Training & development Books & training materials	23	0	0
Training courses for Clerk & Councillors	24	525.00	175.00
G. Maintenance and equipment Miscellaneous	25	0	50.00
Defibrillator and phone kiosk refurbishment	25	0	132.99
Laptop computer	25	0	0
Salt-grit bins	25	0	0
Gas barbecue & PA system (Community Week surplus)	26	0	0
H/I. Grants and donations	27	0	0
J Election costs	28	149.74	0
K. Lengthsman work Minor Highways maintenance	29	10198.70	2332.06
PROW maintenance	29	0	0
L. Special projects Physical activity classes	30	0	0
The Lamb valuation	30	0	0
Sandbags	30	0	0
We Don't Buy Crime initiative	30	0	0
M. Community Week costs	31	115.50	643.24
N. Reclaimable VAT paid on above	32	2274.92	798.16
Total Payments		19586.01	13164.22
BALANCES BROUGHT FORWARD		7809.12	10100.50
SURPLUS (DEFICIT) IN YEAR		2291.38	3458.32
BALANCES CARRIED FORWARD		10100.50	13558.82
	Cash Balances as at 31 March 2022		£

Current bank account	14887.62
Deposit account	0.00
Cash in hand	0.00
Total	14887.62

Debtors and Creditors as at 31 March 2022	Debtors	Creditors	
D C Garden Services (Lengthsman)		913.80	
Barrington Print (Printing for March Pump)		365.00	
Audit fee for 2021-22		50.00	
Totals	0	1328.80	

Notes to receipts and payments account summary

- Any element of the Council Tax Support Grant (CTSG) devolved to local councils has to be shown separately from the net precept paid by local taxpayers.
- The new Pump has generated significant advertising revenue in the last few months of the year
- The Council receives a small sum from Western Power for the stays on the un-registered land near Normans Lane. Because of the small sum, payment is now made every two years.
- The Business 10-day notice account at Barclays has now been closed. For the part year £0.22 interest was received
- The Council can reclaim VAT on 'non-business activities' (broadly, the running and normal non-revenue generating activities of the Council) and also (provided specified limits are observed) VAT-exempt 'business' activities (eg charging for use of property). All expenditure is therefore stated as exclusive of reclaimable VAT, with reclaimable VAT paid as a separate item. Item 5 is not strictly net income, but a reimbursement of the reclaimable VAT paid out the previous year.
- £50.99 received from Pencombe GPC for shared costs of laser printer toner.
- Although Community Week funds are handled through the Council's accounts, the understanding is that the Community Week committee will determine the use for any surplus (see note 26).
- The grant scheme is running for 2021-22 but was late to start. An application for funding has been made but will now show in 2022-23 accounts
- This expenditure includes PAYE paid to HMRC.
- The Clerk has not claimed car-use expenses
- Petty cash account is currently £0 and is not expected to be used in future
- The Council had a photocopier maintenance/copying contract with BOSS until 30/9/21. Currently the Clerk uses other facilities and papers are increasingly distributed electronically
- The Council's insurers are Zurich Municipal.
- The Council declared itself exempt from external audit under the new audit regulations (having turnover of less than £25,000), so there were no external audit fees. Mr Ian Pardoe is the internal auditor and his fee of £50 has been held in reserves pending receipt of invoice
- HALC subscriptions are now payable in advance for the financial year.

16. The CPRE subscription for local authorities is a voluntary amount but has been £36 since 2014.
17. In 2021-22 the subscription to SLCC was paid by Pencombe GPC
18. The Information Commissioner fee is a statutory fee for the Council to register as a public body holding personal data. With the introduction of the General Data Protection Regulation provisions in the Data Protection Act 2018, the Council – whilst not required to appoint a Data Protection Officer, appointed a Data Protection Adviser to undertake a GDPR-compliance audit, advise on data protection issues and handle any data breach concerns.
19. Parish Online provides access for the Clerk and councillors to on-line local maps. Invoice for £30+VAT for authorised at 19 May meeting
20. two invoices (2020-21 and 2021-22) were received in the year
21. Village Halls hire costs are split equally between RVH and SPVH (£108 each)
22. The costs for the new PUMP have risen.
23. Nil.
24. The Clerk attended training as required and was successful in obtaining the Certificate in Local Council Administration (CILCA)
25. Replacement pads and battery required for Risbury defibrillator
26. Nil expenditure
27. Nil expenditure
28. Nil expenditure
29. General maintenance work on ditches and drains
30. Nil expenditure
31. A very successful Community Week after a difficult period with COVID
32. See item 5 above.

Humber, Ford & Stoke Prior Group Parish Council				Asset Register 2021-22		
Fixed Assets 2021-22						
Asset	Location	Notes	Date acquired	Purchase Price (Book value) (£)	Estimated current value (£)	Estimated replacement cost (£)
Bus shelter	Risbury Cross	built locally	unknown	1.00	50.00	1650.00
Noticeboard	Humber Close		unknown	1.00	0.00	250.00
Noticeboard	Risbury Village Hall	bought second-hand	22/11/2012	25.00	0.00	450.00
Noticeboard	Stoke Prior Post Office	bought second-hand	22/11/2012	25.00	0.00	450.00
Waste bin	Risbury bus shelter		23/11/2005	114.29	5.00	180.00
Waste bin	Stoke Prior Village Hall		23/11/2005	114.29	5.00	180.00
Bench	The Lamb Inn, Stoke Prior	On highway	21/07/2008	273.58	100.00	450.00
Bench	Stoke Prior Lane, near School	On highway	21/07/2008	273.58	100.00	450.00
Bench	St Luke's Church, Stoke Prior	On Church land	21/07/2008	273.58	100.00	450.00
Bench	Ford Chapel	On Church land	21/07/2008	273.58	100.00	450.00
Bench	Verge outside Bank Cottage, Stoke Prior	On private land	21/07/2008	273.58	100.00	450.00
Bench	Humber Woodland of Remembrance	On private land	21/07/2008	273.58	100.00	450.00
Bench	Risbury Village Hall	On Village Hall land	21/07/2008	273.58	100.00	450.00
Bench	Bowley Lane/Blacksmiths Lane junction	On highway	21/07/2008	273.58	100.00	450.00
Bench	Humber Close, children's play area	On private land	21/07/2008	273.58	100.00	450.00
Data projector	Clerk's home		04/06/2014	299.00	100.00	299.00
Portable tripod screen	Risbury Village Hall		04/06/2014	59.00	15.00	59.00
Salt-grit bin	Marston Cottages, U94009	On verge	14/01/2015	59.95	30.00	80.00
Salt-grit bin	Upper House Farm, C1113	On verge	14/01/2015	59.95	30.00	80.00
Queen 90th commemorative medal	Cash box	Free sample	29/02/2016	1.00	2.00	2.00
Defibrillator and SADS cabinet	Risbury Village Hall		16/11/2016	500.00	300.00	1000.00
K6 telephone kiosk	Risbury Cross	Adopted from BT	11/11/2017	1.00	1500.00	1500.00
Salt-grit bin	School Hill, Risbury C1110	On verge	23/10/2018	77.49	50.00	80.00
Salt-grit bin	Near SP27 entrance C1110	On verge	23/10/2018	77.49	50.00	80.00
Lenovo Laptop computer	Clerk's home		16/01/2019	470.83	350.00	500.00
Minky gas barbecue	Great Marston Farmhouse HR6 0NJ	Community use	05/12/2019	216.65	216.65	216.65
QTX QR12PA portable PA system	Great Marston Farmhouse HR6 0NJ	Community use	31/03/2020	154.17	154.17	154.17
			TOTAL:	4719.33	3757.82	11260.82
Assets disposed of in 2021-22						
Noticeboard	Risbury bus shelter	donated	01/09/2012	1.00	0.00	120.00

Internal controls and statement by Responsible Financial Officer

The accounting systems and internal controls operated by the Responsible Financial Officer were reviewed by the Council's standing Finance Working Group in October 2019, with some minor changes to procedures recommended.

Currently the RFO believes the regulations are fit for purpose although a review by the Finance Working group will be scheduled.

The above statement has been prepared from the Council's cashbooks and records of receipts and payments, and is a true statement of the Council's receipts, payments and fixed assets for the year ending 31 March 2022.

Allan M Drew

Responsible Financial Officer

7 April 2022